

REGULAR COUNCIL MEETING SEPTEMBER 13, 2011

The regular meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on September 13, 2011 at 7:00 p.m.

1. Mayor Burgess called the meeting to order and presided.
2. Vice-Mayor Coleman gave the invocation.

Council members
present:

Mr. J.R. Burgess
Mr. Ronald Coleman
Mrs. Beverley Dalton
Mr. Charles Edwards
Mr. Bill Ferguson
Mr. Jay Higginbotham
Mr. Michael Mattox

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mrs. Tobie Shelton, Finance Director
Chief Clay Hamilton, Police Department
Mr. John Eller, Town Attorney
Mr. John Tomlin, Public Works Director
Mrs. Mary Hall, Administration

Mr. Higginbotham arrived at 7:10 p.m.

3. Mayor Burgess asked if there were any questions regarding the agenda.

A motion was made by Mr. Coleman, seconded by Mrs. Dalton, to approve the agenda.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Mike Mattox	Yes

4. Mayor Burgess asked if there were any questions regarding the minutes of the August 9, 2011 Town Council meeting and the joint work session of Town Council and Planning Commission of August 16, 2011.

A motion was made by Mrs. Dalton, seconded by Mr. Mattox, that the minutes of the August 9, 2011 Town Council meeting and the joint work session of Town Council and Planning Commission of August 16, 2011 be approved as presented.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Mike Mattox	Yes

5. Financial Statements

6. Public Comment

Mayor Burgess asked if anyone not on the agenda would like to speak.

No one came forward.

7. Special Items or Recognitions

Memorial Resolution—Jeff Cocke

Mr. Coggsdale presented to Mrs. Jeffrey Cocke and family a resolution honoring Mr. Cocke.

A motion was made by Mrs. Dalton, seconded by Mr. Edwards, to adopt a resolution honoring Mr. Jeffrey Cocke.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes

RESOLUTION HONORING THE SERVICE AND LIFE OF
JEFFREY ALAN COCKE

WHEREAS, Jeffrey Alan Cocke served the citizens of the Town of Altavista and the surrounding community in an exemplary manner during his life, and in recognition of that contribution, the Altavista Town Council does hereby adopt this resolution in his honor; and

WHEREAS, Mr. Cocke served as a member of the Altavista Fire Company and the Lynch Station Ruritan Club for over 39 years; and

WHEREAS, he served diligently, with great distinction and with bravery as a firefighter, in the positions of Chief, Assistant Chief, Captain and Lieutenant toiling innumerable nights, weekends and holidays as a volunteer; and

WHEREAS, he was a member of Lane United Methodist Church and a retired employee of Abbott Labs with 21 years of service; and

WHEREAS, Mr. Cocke served the youth in the community in many ways, most notably as an umpire in youth sports and as the clock operator for Altavista High School basketball games; and

WHEREAS, the dedication and community spirit that he possessed is a shining example to each one of us to emulate and a fitting way to honor this memory; and

NOW, THEREFORE, BE IT RESOLVED the Altavista Town Council hereby expresses its heartfelt sympathy to the Cocke family and acknowledges the high esteem in which Jeff Cocke was held in the community, and in his honor expresses appreciation for this lifelong faithfulness and dedication to the citizens of Altavista.

Adopted the 13th day of September 2011.

J.R. Burgess, Mayor

Attested: _____
J. Waverly Coggsdale, III, Town Manager

8. Public Hearing

a. Water Supply Plan and Drought Ordinance

Mayor Burgess asked Mr. Coggsdale if the public hearing had been properly advertised. Mr. Coggsdale responded affirmatively.

The public hearing was opened at 7:07 p.m.

Mr. Coggsdale advised in 2005 Virginia General Assembly adopted regulations requiring localities to develop water supply plans and drought response ordinances. One of the options was to develop the plan on a regional basis. The Town elected in 2008 to participate with other localities in Region 2000 to develop its plan. After review of the draft plan and ordinance in 2009, the information was submitted to the Virginia Department of Environmental Quality (DEQ) for comment. In February 2011 the Virginia DEQ provided comment on the draft plan. Mr. Coggsdale mentioned by November 2011, every locality in Virginia is required to submit an adopted water supply plan and drought ordinance to the Virginia Department of Environmental Quality (DEQ). Region 2000's consultant, Draper Aden Associates, has updated the draft plan based on DEQ's comments received in February 2011.

Mayor Burgess asked if anyone would like to speak in regards to the Water Supply Plan and Drought Ordinance. No one came forward.

The public hearing was closed at 7:13 p.m.

A motion was made by Mr. Mattox, seconded by Mr. Edwards to adopt the resolution as presented.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes

RESOLUTION APPROVING THE REGION 2000 REGIONAL WATER
SUPPLY PLAN.

WHEREAS, Virginia State Water Control Board Regulation 9 VAC 25-780, Local and Regional Water Supply Planning, requires all counties, cities and towns in the Commonwealth of Virginia to prepare and submit a water supply plan to the Department of Environmental Quality (DEQ); and

WHEREAS, the Town of Altavista is a participant in the Region 2000 Regional Water Supply Planning Group as reported to DEQ by letter before the November 2, 2008 deadline; and

WHEREAS, on September 13, 2011, the Town of Altavista held a public hearing to accept public comment on the Regional Water Supply Plan; and

WHEREAS, the adopted Regional Water Supply Plan will be submitted to the DEQ on or before November 2, 2011.

NOW, THEREFORE BE IT RESOLVED that the Town Council of the

Town of Altavista hereby adopts the Region 2000 Regional Water Supply Plan as it pertains to the Town of Altavista. Approval and adoption of this regional plan indicates support for and general agreement with the regional planning approach, but does not indicate approval or disapproval of conclusions and recommendations presented in the plan as they pertain to other localities. The Town of Altavista reserves the right to comment on specific water supply alternatives in the future even though such alternatives may be recommended in this adopted plan. The Town of Altavista will not be limited to specific water supply alternatives in this adopted plan and reserves the right to recommend additional alternatives for consideration in the future.

BE IT FURTHER RESOLVED that the Town Council of the Town of Altavista intends that the Regional Water Supply Plan shall be revised to reflect changes in relevant data at least once every five years and resubmitted to DEQ every ten years in accordance with the regulation and sound planning practice.

PASSED, APPROVED AND ADOPTED by the Town Council of the Town of Altavista at a meeting held on September 13, 2011.

J. R. Burgess, Mayor

Attest: _____
J. Waverly Coggsdale, III, Clerk

A motion was made by Mr. Coleman, seconded by Mr. Ferguson, to adopt the proposed Town of Altavista Drought Ordinance.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes

9. Committees

a. Council Committees

i) Finance Committee

Mr. Coleman advised the Finance Committee considered the proposed ordinance amendment, Section 46-182.1, relating to pneumatic guns, which brings the Town's ordinance into compliance with recent changes to the state code. This ordinance was reviewed by the Police Committee, and recommended that it be considered. He stated the Finance Committee would like to present the ordinance for the "first reading" and schedule a public hearing for Tuesday, October 11, 2011 at 7:00 p.m.

Mr. Eller noted the proposed Section 46-182.1 is an amendment to Section 182.

A motion was made by Mr. Coleman, seconded by Mrs. Dalton, to set a public hearing for Tuesday, October 11, 2011 at 7:00 to receive comments on the proposed ordinance amendment, Section 46-182 and 46-182.1.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes

Mr. Coleman advised the Finance Committee reviewed a budget amendment relating to an insurance claim reimbursement. This is related to an insurance claim for damage to town property located at the corner of Franklin Avenue and Seventh Street. The Committee recommends this budget amendment be adopted.

A motion was made by Mr. Edwards, seconded by Mr. Ferguson, to adopt the budget amendment in the amount of \$1,980.12 for an insurance claim reimbursement.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes

Mr. Coleman advised staff presented the recently received bids for the street projects (Amherst Avenue and Broad Street) to the Committee for their review. Based on the bids, Crawford and Sons, Inc. is the low bidder with a total bid of \$304,475. He mentioned at last month's meeting, the FY2011-2012 Budget was amended to allow carryover of \$276,363 (VDOT Highway allocation) from FY2011 to the current year for these projects, the remaining funding will be from the current budget's VDOT Highway allocations. The Committee recommends that this bid be awarded to Crawford and Sons, Inc. in the amount of \$304,475.

A motion was made by Mr. Coleman, seconded by Mr. Mattox, to award the street project bid to Crawford and Sons, Inc. in the amount of \$304,475.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes

Mr. Coleman advised staff presented to the Finance Committee the Website Committee's recommendation to allow staff to negotiate with Stimulus Advertising of Lynchburg, Virginia for website design services for the Town's website. The Finance Committee recommends the Town Manager be authorized to negotiate with

Stimulus Advertising in accordance with the funding provided in the FY2012 Operating Budget (\$11,000).

Mr. Coggsdale presented Council with some recommendations from others who have dealt with Stimulus Advertising.

Mr. Edwards stated he had some dealings with this vendor also which were contrary to what was presented by Mr. Coggsdale.

Mrs. Dalton stated this could serve as a caution going forward.

Mr. Higginbotham asked if local colleges could design the website.

Mr. Edwards responded they could design but not offer ongoing support.

A motion was made by Mr. Coleman, seconded by Mr. Ferguson, to authorize the Town Manager to negotiate and execute a contract with Stimulus Advertising for website design services in accordance with the FY2012 Operating Budget funding.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	No
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	No
	Mr. Mike Mattox	Yes

He mentioned the Finance Committee discussed the Town's budget process for the upcoming FY2013 budget and opted not to make any recommendations to change the process.

ii) Public Works Committee

Mr. Ferguson advised the Public Works Committee continues to review the "Downtown Parking Study" that was performed by Altavista On Track. He stated action is needed in regard to downtown parking for the upper story housing units that were constructed under the CDBG grant. The report recommends that spaces be designated in the town lot behind First National Bank for the units on the south side of Broad Street and a space be provided in the lot at Gateway Park for the unit at the bottom of Broad Street. This would require six (6) spaces for 600 Broad Street (4 units), 608 Broad Street (1 unit) and 610 Broad Street (1 unit) be marked and designated in the lot behind First National and one (1) space for 517 Broad Street (1 unit) be marked and designated in the Gateway Park lot.

Mr. Mattox questioned how it would be handled if a resident has more than one vehicle.

Mr. Ferguson stated there is adequate parking in the public lots; it would not be designated parking.

A motion was made by Mr. Ferguson, seconded by Mr. Coleman, that six (6) spaces in the lot behind First National Bank and one (1) space in the Gateway Park lot be designated for use for the upper story housing units as outlined.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes

Mr. Ferguson asked that the addition of a “loading/unloading zone” in the alley connecting Main Street to English Alley beside of the Curves building be marked as such.

A motion was made by Mr. Ferguson, seconded by Mr. Mattox, that a “loading/unloading zone” in the alley that connects Main Street and English Alley be designated.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes

Mr. Ferguson mentioned the Public Works Committee will continue to review the parking study and may make additional recommendations in the future.

Mr. Ferguson advised the Public Works Committee continued the review of proposed improvements to the Town Hall façade at the old entrance to the Police Department. This area consists of a door that is no longer in use and is in need of repair. Staff has reviewed this situation and feels this would be an opportunity to remove the old entrance and install a window and brick in the opening. The cost for this project is estimated at \$5,000.

A motion was made by Mrs. Dalton, seconded by Mr. Coleman, to proceed with proposed improvements to the Town Hall façade at the old entrance to the Police Department at an estimated cost of \$5,000.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes

Mr. Ferguson advised the Public Works Committee reviewed the request of the Altavista Area Chamber of Commerce regarding the upgrading of the existing phone service for the facility that houses both the Chamber office and the Lane Foundation office. The town provides the use of the Train Station to the Chamber as office space as well as the Chamber produces income off the rental of the Train Station. The Lane Foundation does pay the Town monthly rent for utilization of the Train Station as an office. It was discussed that the phone system is a “cost of doing business” and the replacement should be paid by the building occupants. He mentioned the Committee also discussed issues regarding Booker building rentals and will be

continuing this discussion and bringing forth recommendations; also discussed were the bidding of the Bedford Avenue Park project and the progress of the Pittsylvania Avenue intersection improvement project becoming a “locally administered” project.

Mayor Burgess recognized Mrs. Patty Eller, President of the Altavista Chamber of Commerce.

Mrs. Eller stated the phone service issue was brought to Council because it was her understanding the Town had the existing phone service installed.

b. Others

i) Altavista Economic Development Authority

No report.

10. Unfinished Business

a. Council Retreat Update

Mr. Coggsdale advised the Council Retreat is scheduled for October 27th and 28th. He stated Ms. Tyler St. Clair would be facilitator and would like to meet with each Council member on October 5th to develop an agenda. Mr. Coggsdale mentioned after this retreat, he would like to plan a retreat for staff as a follow up to Council’s retreat.

Mr. Mattox apologized stating he would not be in attendance for the retreat.

Mr. Edwards stated he was not convinced the retreat is a wise investment of 14 hours of the Council members. In his opinion there were critical issues facing the Town that needs studying and should be accomplished in a committee atmosphere instead of eight or nine people working on the same question. He stated these items need to be accomplished before planning the future. He felt the issues at hand were PCBs, proper administration of Town funds, the budget process, and economic development.

Mayor Burgess stated it has been felt for some time that a work session was needed.

Mr. Edwards offered the retreat should come after the committees have worked on the issues at hand. He felt a group of eight or nine people would have a hard time deciding what to do about the PCBs and asked the Mayor to form a committee to work on the PCBs.

Mayor Burgess stated Mr. Edwards and Mr. Higginbotham had done a good job thus far working on the PCBs.

Mr. Coggsdale stated the retreat offers the opportunity for Council to convey their long range plans for the Town.

Mrs. Dalton spoke in favor of the retreat saying it is a risk taking valuable time and at the end of the day there are more commonalities than differences between the Council members, the risk of understanding each other better, a risk of some intangible advantages would be a part of the way decisions are made going forward and risk of fostering goodwill among the members. She stated a retreat would put Council in an atmosphere where emotions do not drive the day, where hard and fast decisions are not made and where Council is brainstorming ideas. She mentioned the facilitator is skilled at helping draw positive conclusions from the time invested.

Mr. Ferguson spoke in favor of the retreat also. He stated previous retreats have been of help to him by getting to know the members and working on future goals.

Mr. Higginbotham questioned when the last retreat was held and if this is being used as a base line or starting new?

Mr. Mattox noted this is a new Council with new ideas and perhaps we have waited too long to hold this retreat.

Mr. Higginbotham asked for the summary of the last retreat.

Mr. Mattox felt there was a punch list of priorities.

Mr. Coleman stated although Council meets, there should be an annual meeting to discuss progress.

Mr. Edwards stated he was not opposed to the retreat but felt the timing was not good. In response to the PCBs, Mr. Edwards asked for additional information on the timetable for remediation of the PCBs.

A motion was made by Mr. Coleman, seconded by Mr. Ferguson, to establish a PCB Committee consisting of Mr. Higginbotham, Mr. Edwards, Mr. Steve Bond, Wastewater Treatment Plant Director, and Mr. Coggsdale.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes

b. Zoning Ordinance Update

Mr. Coggsdale advised the Altavista Town Council held a joint work session with the Planning Commission on August 16th to review the proposed revisions to the Zoning Ordinance and proposed rezoning. He stated staff was asked to present recommendations on the definition of “family” and the addition of a section in the ordinance that would provide for “civil penalties”. At their September meeting, the Planning Commission reviewed staff’s recommendations and concur with the submitted changes. Mr. Coggsdale noted Council members were presented with the changes for their consideration. He requested that a public hearing on the amended Zoning Ordinance be scheduled for Tuesday, October 11, 2011 at 7:00 p.m.

A motion was made by Mr. Mattox, seconded by Mr. Ferguson, to set a public hearing on the amended Zoning Ordinance for Tuesday, October 11, 2011 at 7:00 p.m.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes

11. New Business

a. Delinquent Taxpayers List

Mrs. Shelton provided Council with the annual listing of delinquent taxpayers as required by Section 70-3 of the Town Code. She stated this year's outstanding taxes are made up of 667 names totaling \$43,826.93, an increase of 147 names and \$7,200 from last year. Personal Property taxpayers account for the majority of the listing covering 579 names totaling \$28,786.19. Mrs. Shelton noted authorization will be given to the Department of Motor Vehicles to withhold registration of all vehicles owned by these taxpayers. The Town charges a \$40 fee; \$20 administrative fee and \$20 DMV fee to remove the stop. Mrs. Shelton requested permission to advertise the presented listing of delinquent taxpayers in the Altavista Journal and to prorate the cost of the ad to the delinquent taxpayers.

A motion was made by Mr. Edwards, seconded by Mr. Coleman, to advertise the presented listing of delinquent taxpayers in the Altavista Journal and to prorate the cost of the ad to the delinquent taxpayers; real estate: \$15,040.74 and personal property: \$28,786.19.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes

A motion was made by Mrs. Dalton, seconded by Mr. Coleman, that delinquent taxes less than \$20.00 be written off, in the total amount of \$12.98.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes

A motion was made by Mr. Coleman, seconded by Mrs. Dalton, that the delinquent taxes for deceased individuals be written off, in the total amount of \$219.20.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes

Mr. Coggsdale mentioned due to the statute of limitations regarding personal property taxes, the 2006 taxes are due to be written off. He mentioned collection efforts would continue until June 2012.

A motion was made by Mr. Coleman, seconded by Mr. Ferguson that the 2006 delinquent taxes be written off, due to the statute of limitations, regarding personal property taxes in the amount of \$1,935.91.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes

b. Alley Closure Request

Mr. Coggsdale advised of a request he has received from Mrs. Cora Brumfield to close a 50 foot alley between 4th and 5th Streets. This alley property has been maintained by Ms. Brumfield for many years.

Mayor Burgess referred this matter to the Public Works Committee

c. Avoca Slave Cemetery Deed Request

Mr. Coggsdale advised he has received a letter from Mr. Frank Murray, Executive Director of Avoca, requesting the Town consider acquiring the deed to the existing Slave Cemetery located across the street from the museum.

Mr. Murray addressed Council advising Mr. Chris Germeroth, owner of the property, makes the following proposals:

- 1) The town would deed him the land across the road and south of Avoca
- 2) He has received approval from the Railway to close the existing crossing loading leading to his store and install a new crossing at the north end of the lane nearly across from Avoca, currently owned by the town.
- 3) He would build a gravel road from Main Street across the tracks, down the far side of the tracks to where the railway right-of-way ends and his land begins. If the Town wanted it paved, then he would go 50-50.
- 4) He would pay for a gate similar to the one now used, to be installed just prior to the railroad tracks. The Town and Avoca would have a key to this gate.
- 5) He would work with VDOT concerning this new road leading off Main St.
- 6) He would deed the Town a permanent right of way for, and usage of, the new road and railroad crossing. He would deed to the Town a 10'-12' wide piece of land adjoining the railroad right of way heading north until it reaches a spot roughly across from the north end of the cemetery, the land across his property to the cemetery, the cemetery itself and enough land for 4 or 5 cars to park there.
- 7) The Town could install a sign on Main Street directing people to the cemetery.

Mayor Burgess formed a committee consisting of Mr. Coleman and Mr. Ferguson to review this matter.

Mayor Burgess mentioned the Avoca Museum 11th Annual Harvest Jubilee & Wine Festival would be held September 17th.

12. Town Manager's Report

a) Project Updates

VDOT Enhancement Project and Downtown Utility Replacement Project

- Sewer, Storm and Water are complete.
- Substantial Completion – December 21, 2011

- Final Completion – January 21, 2012
- Contractor feels confident that project can be finished prior to the contract dates.
- Weekly meetings with business/property owners are held at 8:30 a.m. on Tuesdays at Rountrey's Hardware.
- Sidewalk and new curb are being installed along the east side of Main Street.

Highway Improvement Projects

- Amherst Avenue (9th to Main) and the Broad Street (9th to Railroad) project bids are being considered.

Community Development Block Grant

- Façade Improvements completed
- Streetscape (Gateway Park) completed
- Upper Story Housing completed.
- Marketing
 - Way finding signage installed.
 - Kiosk installed
- Final Compliance review by DHCD will be forthcoming.

WWTP Emergency Overflow Pond

- Monitoring Well Sampling report has been forwarded to DEQ for their review.
- Second EOP sludge sample has been drawn by the consultant and have been received.
- Mr. Booth with RemQuest (Louisiana) was contacted in regard to the sludge sample that was forwarded to the University of Central Florida. Mr. Booth reports the following:
 - He is very encouraged by results of 3 weeks' worth of experiments utilizing their Activated Metal Technology (AMTS).
 - Additional studies/lab experiments will be needed and a field pilot test performed to gauge feasibility of the method and the scalability of it related to our pond.

Water Asset Management Study

- ARC/GIS program installed on Public Works computer – Water system maps installed.
Delivery of report should be forthcoming in the next few weeks

- b) Reports
 - i) Departmental
 - ii) Others
- c) Other Items as Necessary

Mr. Coggsdale advised the Virginia Department of Transportation has conducted a study of the bridge located on Lynch Road and found this bridge unsafe. He stated the bridge would be closed until it is repaired by the Town.

- d) Information Items

13. Matters from Town Council Members

Mr. Coleman asked Council to consider a resolution for Mr. James (Boody) Lewis for serving on the Altavista Fire Department for 52 years. Mr. Lewis passed away February 2011.

A motion was made by Mr. Coleman, seconded by Mr. Mattox, to adopt a resolution honoring Mr. James (Boody) Lewis.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes

Mr. Ferguson commented on English Park and the cleanliness of the Town and thanked Public Works for their efforts.

14. Closed Session

Mr. Coleman requested that the Altavista Town Council convene in closed session in accordance with the provisions set out in the *Code of Virginia*, 1950, as amended,

Section 2.2-3711 (A)(5) regarding discussion concerning a prospective business or industry or the expansion of an existing industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community

A motion was made by Mr. Mattox, and seconded by Mrs. Dalton.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	Yes

Council went into closed session at 8:38 P.M.

Notice was given that council was back in regular session 8:44 P.M.

FOLLOWING CLOSED SESSION:

A motion was made by Mr. Ferguson, seconded by Mr. Mattox, to adopt the certification of a closed meeting.

CERTIFICATION OF CLOSED MEETING

WHEREAS, the town council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the town council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the town council hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the town council.

Motion carried:

VOTE:	Mr. J.R. Burgess	Yes
	Mr. Ronald Coleman	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Bill Ferguson	Yes

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Mr. Jay Higginbotham	Yes
Mr. Mike Mattox	Yes

Mayor Burgess asked if there was anything else to bring before Council.

The meeting was adjourned at 8:45 p.m.

J. R. Burgess, Mayor

J. Waverly Coggsdale, III, Clerk